

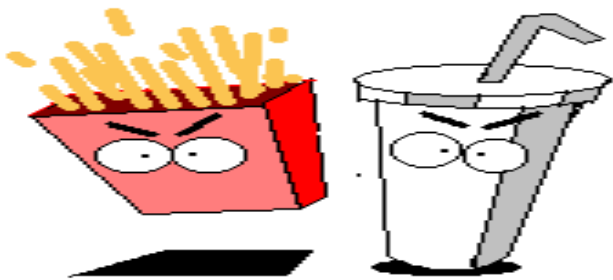
# Floor Warden/Suite Monitor: Fire Drill Expectations



- Inform personnel of information learned today
- Fire drill or alarm activation:  
safe evacuation to closest, nearest stairwell
- Wear Vest and team members stage to direct evacuation of personnel
- Food/drink, heels, electronics, luggage not allowed in stairs during evacuation
- Close doors, place Post-Its on office doors
- Assistance Monitors for Impaired in stairwell
- Roll call sheet to account for personnel at SRA



# Stair Monitor



**No Food or Drink ALLOWED!**



## Elevator Monitor

- Occupants do NOT use the elevators
- Directs everyone to the stairwell
- Reports to Floor Warden/Suite Monitor



# Searchers



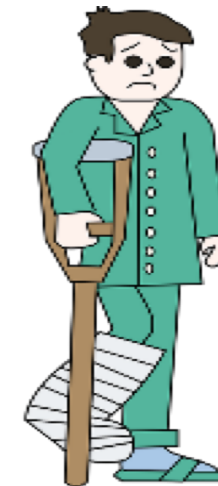
- **Ensures** everyone has evacuated the floor
- **Ensures** all doors are closed to keep out smoke
- **Inform** Floor Warden assigned areas cleared



## Assistance Monitor

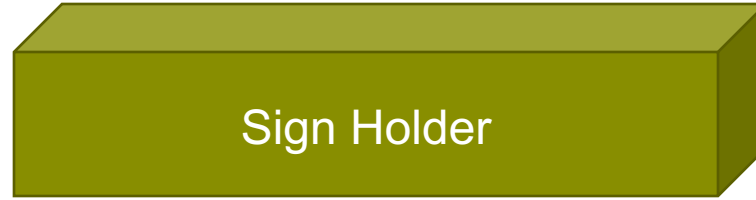
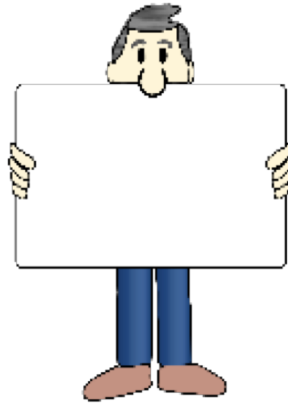


- Impaired: “Anyone who cannot go down one flight of stairs unassisted.”
- Requires two Staff Assistance Monitors
- Wait for stairs to clear before entering
- Take safe refuge in the stairwell
- One monitor stays, second monitor accounts for those in stairwell with Roll Call Member at Safe Refuge Area









- Sign Holder stands next to Roll Call Member so that personnel can quickly be accounted for.

